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Approved For Release 2002/11/04 : CIA-RDP79-01590A000300120001-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report: Preparing for Overseas Assignment No. 7-76,
27-29 September 1976

FROM:

Course Chairman
926 C of C

EXTENSION

NO.

25X1

DATE

12 October 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IMB
926 C of C

10/12

Rg

2. C/II
926 C of C
C/PPB

13 OCT 1976

AM

3. C/TSS
826 C of C

10/14

15 OCT

KR

4. ~~C/ETD~~
~~816 C of C~~5. DDOT
1025 C of C

20

20

G

6. X/O
1026 C of C

20 OCT 1976

J

7. DDTR
1026 C of C 20 OCT 1976

10/20

J

8. DTR
1026 C of C

20 OCT 1976

1 NOV 1976

J

9. C/II
926 C of C

1 NOV 1976

10. C/IMB
926 C of C

11/1

Rg

11. Course Chairman

11/5

R.W.

12.

13.

14.

15.

9 to 10: Shouldn't
action be taken by
OC/OTR cooperation
to overcome the problems
cited in sub-para d?

Yes - let's get out
of the SWOP program!

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FORM
3-62

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12 October 1976

MEMORANDUM FOR: Director of Training

25X1A FROM :
Course Chairman

VIA : Chief, Intelligence Institute

SUBJECT : Course Report: Preparing for Overseas
Assignment No. 7-76, 27-29 September 1976

25X1A The special running of the three-day Preparing for Overseas Assignment (POA) for the Office of Communications was conducted 27-29 September for 20 students, including 5 wives and one fiancée. This course running was part of the Office of Communications' Students and Wives Overseas Orientation Program (SWOOP). The first two days were held

a. Student Participation: All of the course sessions had students asking many questions. The wives in particular asked many good questions. All of the sessions had students individually asking the speaker questions after the session had ended.

b. Student Concerns: The students were very concerned about how their particular personal situation and set of circumstances were going to be handled in processing and getting to their overseas assignment. The group had a wider range and different kinds of problems or situations from the employees that attend the regular runnings of the POA. The speakers from the various Agency components cannot at this time go into all the details for each participant's problems--each is different. However, every topic covered in the course was entirely new to almost every student and they all learned a great deal.

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c. Course Objectives: All the course objectives were met. The class members were provided with a course evaluation which included a numerical scale to determine how well in the student's estimation the course met its objectives. On a scale of 1 to 7 (7 being the highest), the average for the class for the first two days coverage on the administrative, cover, medical, legal factors, and on coping with

25X1C

d. Observations: All the participants in SWOOP are young, new employees most of whom have been on board for only five months. They are recruited from all over the country--this class had persons from California, Utah, Texas, etc.--and sent TDY to [redacted] for training. If the employee wishes to have his family accompany him, he pays their transportation and moving expenses, at least initially. The participants know nothing about the Agency or about intelligence. During the first day of the course, a student came to the course chairman and said, "My wife just asked me a question and I thought you could best answer it." The wife's question was, "What

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The students know little if anything about the many factors that are now beginning to directly affect their lives. Because of this situation, many participating in the course do not know or realize what they should be concerned about and what questions to ask.

e. Result of Changes: At the request of the Office of Communications, a speaker was added to cover the subject of alcohol and drug problems overseas. [redacted] Office of Medical Services (OMS), spoke on this subject. He did an adequate job, using a low-keyed approach to drug

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addiction and alcoholism. [REDACTED] spoke for the first time in a POA running on the medical considerations for personnel going overseas. He was well received, gave excellent coverage of the subject, and was able to discuss the medical situation existing at each of the various stations to which the students have been assigned. I recommend that [REDACTED] be invited to speak in subsequent runnings of the POA.

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f. Problems: Whatever problems existed in this POA as part of SWOOP are related to the observations described above and are unique to the Office of Communications.

g. Contemplated Changes: This was a special running of the POA and no changes are contemplated.

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Attachments:

- 1 - List of Participants
- 2 - Course Schedule
- 3 - End-of-Course Data

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OFFICE OF TRAINING
INTELLIGENCE INSTITUTE

PREPARING FOR OVERSEAS ASSIGNMENT COURSE

NO. 7-76

27, 28, and 29 September 1976

Part I of the Office of Communication's
Students and Wives Overseas Orientation Program



Headquarters Area

25X1A

COURSE CHAIRMAN:



25X1A

TRAINING ASSISTANT

COURSE OBJECTIVES

Participants are expected to:

- (1) learn about the administrative, cover, medical and legal factors that affect CIA employees serving abroad; and
- (2) increase their ability to cope with cultural differences that may be encountered in host countries; and

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Preparing for Overseas Assignment No. 7-76

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Monday, 27 September

0830-0845

Registration

0845-0900

Introduction to the Course

Office of Training

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0900-0930

Reading: Transplanting Your Household

Tomorrow's panel discussion on moving to and working in an overseas assignment will involve discussion based on this article. You are encouraged to prepare for the question-and-answer exchange.

0930-1045

Legal Responsibilities

Office of General Counsel

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An Agency lawyer will review the legal documents, including the will, power of attorney, insurance policies, etc., that you should have in hand prior to your departure. He will also alert you to the responsibilities, such as federal and state tax returns, that you will have during your tour.

1100-1215

Overseas Benefits and Services

Benefits and Services Division

25X1A

The benefits and services, including Federal Employees Life Insurance and Federal Compensation, that you can expect to have while living abroad will be reviewed.

Lunch

Monday, 27 September--Continued

1330-1430

Life Overseas

[redacted]
Deputy Director,
Operations Training
Office of Training

25X1A

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[redacted] who has served eighteen years in the field, will reflect on how life overseas has changed since he joined CIA in 1951. He will draw from his own experiences in suggesting some of the advantages and limitations you may encounter in your new assignments.

14



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Tuesday, 28 September

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0830-0900

Readings: "A Guide to Self-Taught Skills
in Cross-Cultural Communication"
"Culture Shock and the Problem of
Adjustment to New Cultural
Environments"
"Characteristics of American Culture"

0900-0950

Central Processing

Chief, Central
Processing Branch

25X1A

*The speaker will review the organization and
functions of the various components of the
Central Processing Branch and discuss how each
assists you in your overseas processing.*

*[] welcomes your personal questions--
if he does not know the answer, he will try to
direct you to someone who does.*

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1000-1200

Medical Considerations for
Personnel at Overseas Stations

Office of Medical
Services

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Alcohol and Drug Problems
Overseas

Office of Medical
Services

*The physical and mental health of its employees
overseas is a matter of paramount interest to the
Agency. Our speakers will describe how the Office of
Medical Services provides world-wide support to
personnel serving abroad and will suggest how you
can best insure good mental and physical health. They
will also discuss ways in which you can prepare your-
self for your overseas assignment.*

Lunch

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Tuesday, 28 September--Continued

1300-1430

Panel: Moving to and Working
in a Foreign Country

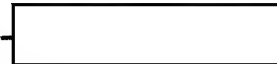


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A panel of recent overseas returnees will offer useful advice on all aspects of moving to, getting established, and working in a foreign country. You are encouraged to ask questions.

1445-1630

Film: "How to Read a Foreigner"--



25X1

A scientific linguist, Foreign Service Institute, Department of State, will discuss the peculiarities of the American culture vis-a-vis contrasting verbal and non-verbal communication, social ethics and values.

Wednesday, 29 September (Room 902, Chamber of Commerce Building)

0900-1000

Living in a New Culture

Joan Wilson
Foreign Service
Institute, Department
of State

Culture shock is a very real phenomenon. It involves the impact of unforeseen problems besetting us when moving from one cultural environment to another. Our speaker will suggest some of the more difficult areas of adjustment, and indicate ways in which we can better prepare ourselves for living and working abroad.

25X1C

Lunch

Wednesday, 29 September--Continued

1315-143



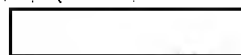
25X1C

1445-1500

Course Evaluation

1500-1615

The U.S. National Security
System: Intelligence Support
to National Security
Decision-Making



Office of Training

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The speaker describes the organization and functions of the U.S. national security system: the NSC and its related groups at the policy levels; the DCI and the Intelligence Community at the support level. Special emphasis is given to a discussion of the key roles of the DCI and of the individual members of the U.S. Foreign Intelligence Community in producing national intelligence and in supporting decision-making for foreign policy problems.

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Next 43 Page(s) In Document Exempt

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